



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: **DIGITAL SERVICES COORDINATOR (Provisional* Appointment)**

SALARY: \$40,951 - \$52,498 annually

LOCATION: Monroe County District Attorney's Office

JOB SUMMARY:

This position is responsible for the development, implementation and maintenance of information systems and digital records management activities. Employee serves in a confidential capacity. The employee reports directly to and works under the general supervision of an administrator and in accordance with well-established procedures. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma; PLUS EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus two (2) years of full-time or its part-time equivalent work experience in either digital system management involving a multi-user computer network, and equipment maintenance, OR, defining user needs, suggesting solutions, and implementing systems, OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Computer Science or other computer science field, plus four (4) years full-time or its part-time equivalent paid experience as described in (A) above, OR;
- (C) Six (6) years experience as described in (A) above; OR,
- (D) Any equivalent combination of education and experience defined by the limits of (A), (B) and (C) above.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

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APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET – ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: December 21, 2015

Posting Deadline: January 5, 2016

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.